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**TITLE 820 STATE BOARD OF COSMETOLOGY EXAMINERS**

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**Proposed Rule**  
LSA Document #08-935**DIGEST**

Amends [820 IAC 2-1-1](#) concerning transfer of licenses prohibited. Amends [820 IAC 2-1-4](#) concerning application for a cosmetology school license; required items. Amends [820 IAC 2-2-1](#) concerning examination for instructors. Amends [820 IAC 2-2-3](#) concerning age requirement; necessity of examination. Amends [820 IAC 2-2-5](#) concerning repeat examinations. Amends [820 IAC 3-1-2](#) concerning water supply. Amends [820 IAC 3-1-3](#) concerning sanitizers; disinfectants. Amends [820 IAC 3-1-4](#) concerning workstations; covered waste receptacle. Amends [820 IAC 3-1-6](#) concerning disinfectants. Amends [820 IAC 3-1-7](#) concerning shampoo bowls and sinks. Amends [820 IAC 3-1-8](#) concerning clean hands; uniforms. Amends [820 IAC 3-1-9](#) concerning combs, brushes, and towels. Amends [820 IAC 3-1-10](#) concerning towels. Amends [820 IAC 3-1-11](#) concerning hair capes, drapes, protective coverings. Amends [820 IAC 3-1-15](#) concerning manicurist; cleanliness. Amends [820 IAC 3-1-16](#) concerning manicurist equipment; salons. Amends [820 IAC 3-1-17](#) concerning no pets; cosmetology schools, cosmetology, electrology, manicurist, and esthetic salons. Amends [820 IAC 3-2-2](#) concerning water supply. Amends [820 IAC 3-2-4](#) concerning work units; covered waste receptacle. Amends [820 IAC 3-2-9](#) concerning esthetics; cleanliness. Amends [820 IAC 3-2-15](#) concerning disinfectants. Amends [820 IAC 3-2-16](#) concerning towels, storage. Amends [820 IAC 4-1-1](#) concerning courses offered. Amends [820 IAC 4-1-2](#) concerning enrolling students. Amends [820 IAC 4-1-7](#) concerning records. Amends [820 IAC 4-1-9](#) concerning record retention. Amends [820 IAC 4-1-11](#) concerning graduation defined. Amends [820 IAC 4-1-14](#) concerning copy of laws and rules to student. Amends [820 IAC 4-2-1](#) concerning size and separation. Amends [820 IAC 4-2-2](#) concerning facilities. Amends [820 IAC 4-2-3](#) concerning equipment. Amends [820 IAC 4-2-5](#) concerning cosmetology tool case; textbooks and workbooks. Amends [820 IAC 4-2-6](#) concerning esthetics equipment. Amends [820 IAC 4-2-7](#) concerning esthetics tool case; textbooks and workbooks. Amends [820 IAC 4-2-8](#) concerning manicurist tool case; textbooks and workbooks. Amends [820 IAC 4-2-9](#) concerning electrology tool case; textbooks and workbooks. Amends [820 IAC 4-4-1](#) concerning scope of rule; compliance with hours required. Amends [820 IAC 4-4-2](#) concerning cosmetology courses. Amends [820 IAC 4-4-4](#) concerning specific curriculum for cosmetologists. Amends [820 IAC 4-4-5](#) concerning specific curriculum for manicurists. Amends [820 IAC 4-4-7](#) concerning specific curriculum for electrologists. Amends [820 IAC 4-4-7.1](#) concerning specific curriculum for estheticians. Amends [820 IAC 4-4-8](#) concerning school examinations. Amends [820 IAC 4-4-10](#) concerning student progress report for cosmetology. Amends [820 IAC 4-4-11](#) concerning student progress report for esthetician. Amends [820 IAC 4-4-12](#) concerning student progress report for electrology. Amends [820 IAC 4-4-14](#) concerning student progress report for manicurists. Repeals [820 IAC 2-1-2](#), [820 IAC 2-1-3](#), [820 IAC 2-2-1.1](#), [820 IAC 2-2-1.2](#), [820 IAC 2-2-2](#), [820 IAC 2-2-4](#), [820 IAC 2-2-6](#), [820 IAC 2-2-7](#), [820 IAC 2-2-8](#), [820 IAC 2-2-9](#), [820 IAC 2-2-10](#), [820 IAC 2-2-11](#), [820 IAC 4-1-4](#), [820 IAC 4-2-4](#), [820 IAC 4-4-6](#), and [820 IAC 4-4-13](#). Effective 30 days after filing with the Publisher.

[IC 4-22-2.1-5 Statement Concerning Rules Affecting Small Businesses](#)

[820 IAC 2-1-1](#); [820 IAC 2-1-2](#); [820 IAC 2-1-3](#); [820 IAC 2-1-4](#); [820 IAC 2-2-1](#); [820 IAC 2-2-1.1](#); [820 IAC 2-2-1.2](#); [820 IAC 2-2-2](#); [820 IAC 2-2-3](#); [820 IAC 2-2-4](#); [820 IAC 2-2-5](#); [820 IAC 2-2-6](#); [820 IAC 2-2-7](#); [820 IAC 2-2-8](#); [820 IAC 2-2-9](#); [820 IAC 2-2-10](#); [820 IAC 2-2-11](#); [820 IAC 3-1-2](#); [820 IAC 3-1-3](#); [820 IAC 3-1-4](#); [820 IAC 3-1-6](#); [820 IAC 3-1-7](#); [820 IAC 3-1-8](#); [820 IAC 3-1-9](#); [820 IAC 3-1-10](#); [820 IAC 3-1-11](#); [820 IAC 3-1-15](#); [820 IAC 3-1-16](#); [820 IAC 3-1-17](#); [820 IAC 3-2-2](#); [820 IAC 3-2-4](#); [820 IAC 3-2-9](#); [820 IAC 3-2-15](#); [820 IAC 3-2-16](#); [820 IAC 4-1-1](#); [820 IAC 4-1-2](#); [820 IAC 4-1-4](#); [820 IAC 4-1-7](#); [820 IAC 4-1-9](#); [820 IAC 4-1-11](#); [820 IAC 4-1-14](#); [820 IAC 4-2-1](#); [820 IAC 4-2-2](#); [820 IAC 4-2-3](#); [820 IAC 4-2-4](#); [820 IAC 4-2-5](#); [820 IAC 4-2-6](#); [820 IAC 4-2-7](#); [820 IAC 4-2-8](#); [820 IAC 4-2-9](#); [820 IAC 4-4-1](#); [820 IAC 4-4-2](#); [820 IAC 4-4-4](#); [820 IAC 4-4-5](#); [820 IAC 4-4-6](#); [820 IAC 4-4-7](#); [820 IAC 4-4-7.1](#); [820 IAC 4-4-8](#); [820 IAC 4-4-10](#); [820 IAC 4-4-11](#); [820 IAC 4-4-12](#); [820 IAC 4-4-13](#); [820 IAC 4-4-14](#)

SECTION 1. [820 IAC 2-1-1](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 2-1-1](#) Transfer of licenses prohibited**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-1-11-12](#); [IC 25-8-4-4](#)

Sec. 1. (a) Under [IC 25-8-4-4](#), licenses issued by the board may not be transferred. Accordingly:  
(1) cosmetology schools;

- (2) cosmetology salons;
- (3) electrology salons;
- (4) manicurist salons; and
- (5) esthetic salons;

may not operate under new ownership or in a new location until a new license has been issued by the board.

(b) Subsection (a) does not apply to cosmetology salons changing locations if approved by the board under [IC 25-8-4-4](#).

**(c) Temporary permits or licenses for new salons will not be issued without board approval when the new salon is located in the same location where another salon has operated on probation or under sanctions imposed under [IC 25-1-11-12](#).**

*(State Board of Cosmetology Examiners; [820 IAC 2-1-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1401, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 2. [820 IAC 2-1-4](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 2-1-4](#) Application for a cosmetology school license; required items**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5-2](#); [IC 25-8-5-3](#)

Sec. 4. (a) An application for a cosmetology school license shall include the matters required by [IC 25-8-5-3](#) and the following:

- (1) The contract ~~which~~ **that** is to be used between the cosmetology school and its students, which must include the school's refund policy.
- (2) A report from the office of the state fire marshal showing compliance with fire safety laws.
- (3) A copy of the cosmetology school's deed for the property where the cosmetology school is located or a lease for at least one (1) year showing that the premises are to be used as a cosmetology school.
- (4) A budget for the first year of operation of the cosmetology school.
- (5) A financial statement on a form provided by the board.
- (6) A floor plan of the cosmetology school, which shall show, in detail, the following:
  - (A) The placement of students.
  - (B) Classroom entrances and exits.
  - (C) Space for waiting customers (indicating the number of chairs).
  - (D) Separate student and public cloakroom spaces.
  - ~~(E) Separate lavatory and toilet facilities for men and women.~~
  - (E) At least two (2) restrooms.**
- (7) A list of licensed instructors who will be teaching in the cosmetology school.

(b) The application shall be completed in its entirety and verified.

*(State Board of Cosmetology Examiners; [820 IAC 2-1-4](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 3. [820 IAC 2-2-1](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 2-2-1](#) Examination for instructors**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-4-2](#)

Sec. 1. (a) ~~An individual who applies for a cosmetologist, electrologist, or esthetician instructor license under [IC 25-8-4-2](#)~~ In addition to qualifying under these sections **the requirements of [IC 25-8-4-2](#), an applicant for a**

**beauty culture instructor license** must pass an examination on Indiana statutes and rules applicable to cosmetology, electrology, or esthetics, respectively, before being licensed.

(b) The passing score for each of the examinations shall be **examination is** seventy-five percent (75%).

(State Board of Cosmetology Examiners; [820 IAC 2-2-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1487; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 4. [820 IAC 2-2-3](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 2-2-3](#) Age requirement; necessity of examination**

**Authority:** [IC 25-8-3-23](#); [IC 25-8-6-4](#)

**Affected:** [IC 25-8](#)

Sec. 3. (a) Individuals submitting an application for **the written** examination under [IC 25-8](#) shall be at least eighteen (18) years of age.

(b) All first attempt state board examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat **The** examination must be successfully completed within three (3) years after graduation from the same **applicable cosmetology school** course.

(c) The board may waive the requirements in subsection (b) if an applicant can show good cause.

(State Board of Cosmetology Examiners; [820 IAC 2-2-3](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 5. [820 IAC 2-2-5](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 2-2-5](#) Repeat examination**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-9-5](#)

Sec. 5. (a) An applicant who does not receive a satisfactory grade on the applicant's ~~second~~ **fifth** attempt on the ~~cosmetology~~ written examination as allowed by [IC 25-8-9-5](#) shall only be allowed to take the written examination again upon submission of proof of completion of an additional one hundred (100) hours of instruction in the theory of ~~cosmetology~~ as a student in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the ~~third~~ **sixth** attempt of the written examination allowed by subsection (a) may take the written examination the ~~fourth~~ **seventh** time.

(c) The requirements of subsection (a) concerning additional education apply for the ~~fifth~~ **eighth** written examination attempt and every odd-numbered attempt thereafter.

(State Board of Cosmetology Examiners; [820 IAC 2-2-5](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 6. [820 IAC 3-1-2](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-2](#) Water supply**

**Authority:** [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected as follows:

(1) with a pressure supply whenever it is available.

(2) If a pressure supply is unavailable, with gravity tanks.

(State Board of Cosmetology Examiners; [820 IAC 3-1-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 7. [820 IAC 3-1-3](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-3](#) Sanitizers; disinfectants**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 3. (a) There must be at least:

(1) one (1) operable wet sterilizer **EPA registered bactericide, viricide, and fungicide disinfectant**; and at least

(2) one (1) operable dry sterilizer **sanitizer**;  
on the premises.

(b) Each workstation must have at least:

(1) one (1) operable wet sterilizer **sanitizer or disinfectant**; or

(2) one (1) operable dry sterilizer **sanitizer**.

(State Board of Cosmetology Examiners; [820 IAC 3-1-3](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 8. [820 IAC 3-1-4](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-4](#) Workstations; covered waste receptacle**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 4. (a) Cosmetology salons shall be supplied with at least one (1) covered waste receptacle for every ~~two~~ **four (4)** workstations.

(b) As used in subsection (a), workstations refers to **booths and** chairs, other than waiting room chairs. ~~and booths.~~

(State Board of Cosmetology Examiners; [820 IAC 3-1-4](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 9. [820 IAC 3-1-6](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-6](#) Disinfectants**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 6. **(a)** All instruments implements, except those that come in contact with blood or body fluids, shall be properly sterilized. ~~disinfected by complete immersion in a bactericidal, viricidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.~~

**(b)** All implements that have come in contact with blood or body fluids shall be disinfected by complete immersion in an EPA registered bactericide, viricide, fungicide, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

**(c)** Spills, except those that contain blood or body fluids, shall be disinfected by use of an EPA registered bactericidal, viricidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.

**(d)** Spills that do contain blood or body fluids shall be disinfected by use of an EPA registered bactericidal, viricidal, fungicidal, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

*(State Board of Cosmetology Examiners; [820 IAC 3-1-6](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 10. [820 IAC 3-1-7](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-7](#) Shampoo bowls, sinks**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 7. (a) A shampoo bowl or shampoo sink shall be used.

**(b) A shampoo bowl may not be located in a restroom.**

**(c)** The following shall be cleaned thoroughly and sanitized immediately after use:

- ~~(1) Shampoo boards.~~
- ~~(2)~~ **(1)** Shampoo bowls.
- ~~(3)~~ **(2)** Shampoo sinks.

*(State Board of Cosmetology Examiners; [820 IAC 3-1-7](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 11. [820 IAC 3-1-8](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-8](#) Clean hands; uniforms**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 8. (a) Each:

- (1)** cosmetologist;
- (2)** electrologist;
- (3)** manicurist;
- (4)** shampoo operator; and
- (5)** instructor or student in a cosmetology school;

shall wash his or her hands with soap and fresh water **or waterless hand sanitizer** before serving each customer.

(b) All:

(1) cosmetologists;

(2) electrologists; **and**

(3) manicurists; ~~and shampoo operators~~

shall at all times, while serving customers, wear a clean, **opaque**, washable outer garment.

(c) All students in a cosmetology school shall at all times wear a clean, washable uniform of the ~~same~~ color and style established by the cosmetology school **for each course. The following are not acceptable elements of a uniform:**

(1) Sandals or other open footwear.

(2) Shorts.

(3) Denim jeans. ~~or~~

(4) Skirts above the knee. ~~are not acceptable elements of a uniform.~~

(d) Student name badges shall be required as part of the uniform required by subsection (c).

(e) All cosmetology school instructors and student instructors shall wear a clean, washable outer garment and badge identifying **the following:**

(1) **The** instructor's or student instructor's name. ~~and identifying~~

(2) The instructor as an instructor or student instructor.

*(State Board of Cosmetology Examiners; [820 IAC 3-1-8](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 12. [820 IAC 3-1-9](#) IS AMENDED TO READ AS FOLLOWS:

#### **[820 IAC 3-1-9](#) Combs, brushes, and towels**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 9. (a) Each cosmetologist, or student in a cosmetology school, shall be required to have an adequate supply of combs, brushes, and towels in order to service the needs of patrons.

(b) An adequate supply under subsection (a) shall be ~~no~~ **not** fewer than twelve (12) towels.

(c) An adequate supply under subsection (a) shall be ~~no~~ **not** fewer than eight (8) combs and three (3) brushes.

(d) After each use on a customer, combs and brushes must be:

(1) thoroughly cleaned;

(2) **completely** immersed in an effective **EPA registered bactericide, viricide, and fungicide** disinfectant;

(3) rinsed in water and dried; and

(4) stored, until their next use, in a container ~~which:~~ **that:**

(A) is closed;

(B) is clean; and

(C) has nothing stored in it ~~which~~ **that** has not been disinfected.

*(State Board of Cosmetology Examiners; [820 IAC 3-1-9](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 13. [820 IAC 3-1-10](#) IS AMENDED TO READ AS FOLLOWS:

#### **[820 IAC 3-1-10](#) Towels**



Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 10. (a) Clean towels shall be:

**(1)** used for each customer; **and**

~~(b)~~ Clean towels shall be **(2)** stored in a **sanitary manner or in a** clean and closed cabinet or drawer.

~~(c)~~ **(b)** Soiled towels shall be stored in a covered hamper.

(State Board of Cosmetology Examiners; [820 IAC 3-1-10](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 14. [820 IAC 3-1-11](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-11](#) Hair capes, drapes, protective coverings**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 11. Whenever a ~~haireloth~~ **hair cape or drape** is used, a clean towel or other clean protection shall be placed around the customer's neck in such a manner to prevent the ~~haireloth~~ **hair cape or drape** from touching the skin.

(State Board of Cosmetology Examiners; [820 IAC 3-1-11](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 15. [820 IAC 3-1-15](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-15](#) Manicurist; cleanliness**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 15. (a) All ~~instruments~~ **implements** used by a manicurist, or manicurist student in a cosmetology school, shall be ~~sterilized~~ **disinfected** prior to use on a customer.

(b) ~~Sterilization~~ **Disinfection procedures** required under subsection (a) shall be as follows:

(1) Before putting **nonporous implements** into a sterilizer, ~~instruments~~ **disinfectant, implements** shall be precleaned using a clean cotton ball moistened with a low residue detergent and cool **soap and fresh water**. ~~or a solution having at least seventy percent (70%) alcohol.~~

(2) After cleaning, ~~instruments~~ **implements** shall be rinsed thoroughly and dried.

(3) ~~Sterilization~~ **Nonporous implements** shall be accomplished by means of wet sterilizer, **fully immersed in an EPA registered bactericide, viricide, and fungicide disinfectant for ten (10) minutes or** according to manufacturer's specifications. ~~instructions.~~

(4) **All porous nail files must be cleaned and sprayed with alcohol and bleach.**

(5) **Any porous nail file that has come in contact with blood, bodily fluids, or unhealthy skin or nails must be thrown away.**

(6) **All metal electric file drill bits must be disinfected with an EPA registered bactericide, viricide, and fungicide disinfectant.**

(7) **All sandpaper electric file drill bits must be thrown away after one-time usage.**

(c) A manicurist or manicurist student in a cosmetology school shall do the following:

(1) Wash hands ~~in fresh water~~ with germicidal soap **and fresh water or waterless hand sanitizer** immediately before serving each customer.

(2) Assume that the table where a customer is receiving manicuring services has been cleaned. ~~with an antiseptic.~~

(3) Use a clean towel for each customer.

~~(4) Clean the foot bath and foot paddle with soap, water, and alcohol after each use.~~

**(4) Manicure bowls and pedicure basins, tubs, and footbaths must be disinfected before serving each customer in the following manner:**

**(A) Remove all debris and wash the basin or tub.**

**(B) Spray the basin or tub with an EPA registered bactericide, viricide, and fungicide disinfectant with contact of not less than ten (10) minutes or according to manufacturer's directions.**

**(5) Basins, tubs, or footbaths that circulate water (whirlpool tubs) must be disinfected after serving each customer in the following manner:**

**(A) Remove all debris and wash the basin, tub, or footbath.**

**(B) Fill with water and:**

**(i) an EPA registered bactericide, viricide, and fungicide disinfectant; or**

**(ii) bleach.**

**(C) Circulate at least ten (10) minutes.**

**(D) Do not use alcohol.**

**(6) Filter covers of basins, tubs, or footbaths that circulate water (whirlpool tubs) must be removed and cleaned daily with:**

**(A) an EPA registered bactericide, viricide, and fungicide disinfectant; or**

**(B) bleach.**

**(7) Screens to filter debris on basins, tubs, or footbaths that circulate water (whirlpool tubs) must be removed and cleaned daily.**

~~(5)~~ **(8) Clean the hot mitten liners with soap and water after each use.**

~~(6)~~ **(9) Clean the manicure bowl with soap, water, and alcohol after each use.**

~~(7)~~ **(10) Use ventilation while using chemicals.**

**(d) Customers shall wash their hands with soap and water or waterless hand sanitizer before receiving manicure services.**

*(State Board of Cosmetology Examiners; [820 IAC 3-1-15](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 16. [820 IAC 3-1-16](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-16](#) Manicurist equipment; salons**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 16. (a) Manicurist salons or cosmetology salons practicing manicuring shall have **at least** the following equipment:

(1) ~~At least~~ One (1) sink or bowl with hot and cold running water.

(2) ~~At least~~ One (1) manicuring table.

(3) ~~At least~~ Two (2) chairs.

(4) ~~At least~~ One (1) lamp.

(5) ~~At least~~ One (1) wet sterilizer. **disinfectant.**

(6) ~~At least~~ One (1) manicure bowl.

(7) ~~At least~~ One (1) ~~foot bath.~~ **dry sanitizer.**

(8) ~~At least~~ One (1) closed cabinet or drawer for storage of clean towels.

(9) ~~At least~~ One (1) closed hamper for storage of soiled towels.

(10) ~~At least~~ One (1) covered waste receptacle.

~~(11) At least one (1) ventilator.~~

~~(12) At least (11) Twelve (12) towels.~~

~~(13) At least (12) One (1) pair of cuticle nippers.~~

~~(14) At least one (1) pair of cuticle scissors.~~

~~(15) At least (13) One (1) pair of fingernail clippers.~~

~~(16) At least (14) One (1) pair of toenail clippers.~~

~~(17) At least (15) Six (6) nail files.~~



~~(18) At least one (1) box of emery boards.~~

~~(19) At least one (1) pair of tweezers.~~

~~(20) At least (16) One (1) nail brush.~~

~~(21) At least (17) One (1) nail pusher.~~

**(18) If pedicure services are offered, one (1) pedicure basin, tub, or footbath.**

~~(22) At least one (1) foot file or paddle.~~

~~(23) At least one (1) three (3) way buffer or chamois.~~

~~(24) At least one (1) bottle of seventy percent (70%) isopropyl alcohol.~~

(b) Regardless of the minimum requirements established in subsection (a), manicuring salons or cosmetology salons practicing manicuring must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with [IC 25-8](#) and this title.

**(c) The use of razor devices to shave, reduce, or remove calluses or corns is prohibited.**

*(State Board of Cosmetology Examiners; [820 IAC 3-1-16](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 17. [820 IAC 3-1-17](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-1-17](#) No pets; cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 17. (a) Cosmetology schools, cosmetology salons, electrology salons, and manicurist salons are prohibited from allowing pets on the premises.

~~(b) Subsection (a) does not prohibit seeing eye dogs.~~

**(b) In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), animals classified as service animals under 28 CFR 36.104 are not prohibited from being on the premises.**

(c) A person holding a cosmetology school or cosmetology salon license, electrology salon license, or a manicurist salon license shall display a sign at the entrance of the salon or school that states "no pets allowed".

*(State Board of Cosmetology Examiners; [820 IAC 3-1-17](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 18. [820 IAC 3-2-2](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-2-2](#) Water supply**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected

~~(1) with a pressure supply whenever it is available. or~~

~~(2) if a pressure supply is unavailable, with gravity tanks.~~

*(State Board of Cosmetology Examiners; [820 IAC 3-2-2](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 19. [820 IAC 3-2-4](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-2-4](#) Work units; covered waste receptacle**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 4. (a) There shall be at least one (1) covered waste receptacle ~~for~~ **located in** every work unit.

(b) As used in subsection (a), "work unit" refers to **the following**:

- (1) Chairs **and** tables (other than waiting room chairs and tables). ~~and~~
- (2) Booths.

(State Board of Cosmetology Examiners; [820 IAC 3-2-4](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 20. [820 IAC 3-2-9](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-2-9](#) Esthetics; cleanliness**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 9. (a) All instruments, including:

- (1) forceps;
- (2) comedone extractors;
- (3) tweezers;
- (4) brushes; and
- (5) facial rollers;

used by an esthetician, or esthetics student in a cosmetology school, shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Instruments shall be:

(A) washed in a low residue detergent and rinsed prior to sterilization; **and**

(2) ~~Instruments shall be cleaned by cold sterilization~~ (B) **disinfected** using an effective **EPA registered bactericide, viricide, and fungicide** disinfectant, used according to manufacturer's instructions.

(3) (2) High frequency wands shall be cleaned using an effective **EPA registered bactericide, viricide, and fungicide** disinfectant, used according to manufacturer's instructions.

(4) (3) Forceps, tweezers, and comedone extractors shall be sterilized using a steam autoclave or a dry heat sterilizer.

(5) (4) All instruments, other than those instruments under subdivision (4) (3), shall be sterilized **or disinfected** by means of: a

(A) **an EPA registered bactericide, viricide, and fungicide** disinfectant;

(B) a steam autoclave; or

(C) a dry heat sterilizer.

(6) (5) Sterilization shall be accomplished by placing instruments in one (1) or both of the following:

(A) ~~A cold sterilizer using an effective disinfectant, according to manufacturer's instructions.~~

(B) (A) A steam autoclave sterilizer in which the instruments are subjected to saturated steam of the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty (250) degrees Fahrenheit. ~~(250 F).~~

(C) (B) A dry heat sterilizer in which instruments are heated for two (2) hours at three hundred forty (340) degrees Fahrenheit. ~~(340° F).~~

(c) An esthetician, or esthetics student in a cosmetology school, shall do the following:

(1) Wash his or her hands in fresh water with germicidal soap (antimicrobial) immediately before serving each customer.

(2) When extracting blackheads, milia, or comedones, wear protective gloves, which must be disposed **of** after

~~use during the~~ **providing the service of one (1) to a customer.**

**(3) When waxing, wear protective gloves, which must be disposed of after providing the service to a customer.**

(d) The chair and table where a customer is receiving esthetician services shall have clean coverings.

(e) There shall be a secured draping between the esthetician or esthetics student in a cosmetology school and the customer during an esthetics session.

(f) All disposable items, including:

**(1) cotton swabs;**

**(2) tissues;**

**(3) tongue depressors;**

**(4) spatulas; and**

**(5) cellulose sponges;**

**(6) plastic or saran wraps; and**

**(7) gauze;**

used by an esthetician or esthetics student in a cosmetology school shall be disposed of after serving a customer.

(g) ~~Spatulas shall be used by~~ An esthetician or an esthetics student in a cosmetology school in ~~dispensing~~  
**shall dispense all products in a sanitary manner using:**

**(1) spatulas;**

**(2) pumps; or**

**(3) other sanitary devices.**

(h) Lancets used by an esthetician or an esthetics student in a cosmetology school shall be disposed of in a lancet safety device (waste container) after serving a customer.

*(State Board of Cosmetology Examiners; [820 IAC 3-2-9](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 21. [820 IAC 3-2-15](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-2-15](#) Disinfectant**

**Authority: [IC 25-8-3-23](#)**

**Affected: [IC 25-8](#)**

Sec. 15. There shall be at least one (1) container of ~~effective~~ **an EPA registered bactericide, viricide, and fungicide** disinfectant on the premises.

*(State Board of Cosmetology Examiners; [820 IAC 3-2-15](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 22. [820 IAC 3-2-16](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 3-2-16](#) Towels, storage**

**Authority: [IC 25-8-3-23](#)**

**Affected: [IC 25-8](#)**

Sec. 16. There ~~(a) Clean towels~~ shall be: ~~at least one (1) closed cabinet for storage of clean linens on the premises.~~

**(1) used for each customer; and**

**(2) stored in a sanitary manner.**

**(b) Soiled towels shall be stored in a covered hamper.**

(State Board of Cosmetology Examiners; [820 IAC 3-2-16](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 23. [820 IAC 4-1-1](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-1-1](#) Courses offered**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 1. (a) Cosmetology schools may **do the following:**

**(1)** Offer courses in one (1) or more of the following:

- (+) **(A)** Cosmetologist training for individuals attempting to obtain the education required by [IC 25-8-9-3](#)(3).
- (2) **(B)** Manicurist training for individuals attempting to obtain the education required by [IC 25-8-11-4](#)(3).
- ~~(3) Shampoo operator training for individuals attempting to obtain the education required by [IC 25-8-12-3](#)(3).~~
- (4) **(C)** Electrologist training for individuals attempting to obtain the education required by [IC 25-8-10-3](#)(2).
- ~~(5) **(D)** Instructor training for individuals attempting to obtain the education required by [IC 25-8-6-3](#)(4).~~
- (6) **(E)** Esthetician training for individuals attempting to obtain the education required by [IC 25-8-12.5-4](#)(3).

~~(b) Cosmetology schools may~~ **(2)** Enroll students for more than the number of hours required by [IC 25-8](#) and this article.

~~(c) Cosmetology schools may~~ **(3)** Offer courses to licensees in order to provide advanced training.

(State Board of Cosmetology Examiners; [820 IAC 4-1-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 24. [820 IAC 4-1-2](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-1-2](#) Enrolling students**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 2. (a) Cosmetology schools are prohibited from enrolling students who do not meet the educational requirements for licensure unless they advise the student that he or she must obtain the education before he or she can obtain a license.

(b) The educational requirements referred to in subsection (a) are those required by statute for particular licenses as follows:

- (1) For instructor licenses in [IC 25-8-6-3](#)(2).
- (2) For cosmetologist licenses in [IC 25-8-9-3](#)(2) (subject to **the** waiver provisions of [IC 25-8-9-4](#)).
- (3) For manicurist licenses in [IC 25-8-11-4](#)(2).
- ~~(4) For shampoo operator licenses in [IC 25-8-12-3](#)(2).~~
- ~~(5)~~ **(4)** For esthetician licenses in [IC 25-8-12.5-4](#)(2).

(State Board of Cosmetology Examiners; [820 IAC 4-1-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 25. [820 IAC 4-1-7](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-1-7](#) Records**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 7. Cosmetology schools shall retain records for each student, which must include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) Time records.
- (4) **The progress book report.**

(State Board of Cosmetology Examiners; [820 IAC 4-1-7](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 26. [820 IAC 4-1-9](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-1-9](#) Record retention**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 9. Cosmetology schools shall retain student records for ~~no~~ **not** fewer than ~~seven (7)~~ **five (5)** years, which shall include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) **The progress book report.**

(State Board of Cosmetology Examiners; [820 IAC 4-1-9](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 27. [820 IAC 4-1-11](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-1-11](#) Graduation defined**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5-4](#); [IC 25-8-9-3](#)

Sec. 11. A student shall be deemed to have graduated from a cosmetology school (having completed the educational requirements established by [IC 25-8-9-3](#)(3)) when all of the following have occurred:

- (1) ~~When one (1) of The following education requirements have been~~ **student has completed at least the:**
  - (A) ~~At least the one thousand five hundred (1,500) hours as~~ **of education** required by [820 IAC 4-4-4](#);
  - (B) ~~At least the four hundred fifty (450) hours as~~ **of education** required by [820 IAC 4-4-5](#);
  - (C) ~~At least the three hundred (300) hours as required by~~ [820 IAC 4-4-6](#);
  - (D) ~~At least the~~ **(C)** three hundred (300) hours as **of education** required by [820 IAC 4-4-7](#);
  - (E) ~~At least the~~ **(D)** seven hundred (700) hours as **of education** required by [820 IAC 4-4-7.1](#); **or**
  - (F) ~~At least the~~ **(E)** one thousand (1,000) hours as **of education** required by [820 IAC 4-4-7.2](#).
- (2) The student has passed all required examinations.
- (3) All money owed by the student to the school has been paid.

(State Board of Cosmetology Examiners; [820 IAC 4-1-11](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed Sep 30, 2003, 11:30 a.m.: 27 IR 515; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 28. [820 IAC 4-1-14](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-1-14](#) Copy of laws and rules to student**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 14. Cosmetology schools shall provide a copy of the state board of cosmetology examiners' licensing laws and rules to each student upon enrollment. **This requirement may be satisfied by supplying each student with the Internet address through which the statutes and rules can be accessed online.**

(State Board of Cosmetology Examiners; [820 IAC 4-1-14](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 29. [820 IAC 4-2-1](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-1](#) Size and separation**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 1. (a) The only businesses permitted in a cosmetology school ~~is~~ **are** the teaching of cosmetology and barbering. Any other business operation must be:

- (1) separated by a solid wall from ceiling to floor, with no openings; and ~~must be~~
- (2) accessed only by a separate outside entrance.

(b) Cosmetology schools shall contain at least three thousand (3,000) square feet **of usable space**.

(c) Subsection (b) shall not apply to any cosmetology school licensed before July 1, 2001. However, cosmetology schools ~~which that~~ were licensed before July 1, 2001, and have less than three thousand (3,000) square feet may not reduce their square footage. Cosmetology schools ~~which that~~ were licensed before July 1, 2001, and have more than three thousand (3,000) square feet may not reduce their sizes to less than three thousand (3,000) square feet.

(State Board of Cosmetology Examiners; [820 IAC 4-2-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 30. [820 IAC 4-2-2](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-2](#) Facilities**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 2. (a) Cosmetology schools shall have the following:

- (1) A student lounge.
- (2) A locker room for students with a locker for each student enrolled.
- (3) ~~Separate~~ **At least two (2)** restrooms. ~~for men and women.~~
- (4) A waiting area with seating capacity for at least eight (8) individuals.
- (5) Cloak space for the general public to accommodate twenty (20) people. This space shall be in addition to that provided to students.
- (6) At least one (1) classroom with a seating capacity for not fewer than twenty (20) students.
- (7) A classroom of sufficient size to accommodate worktables, mannequins, and any other equipment required for the courses taught for at least twenty (20) students. This classroom must be separate from any other area or any other activities of the school that take place.
- (8) A laboratory area of sufficient size to accommodate the equipment, in kind and number, specified for each cosmetology discipline taught. If the school also teaches barbering, the laboratory must be of sufficient size to also accommodate the equipment required by the laws regulating that profession.
- (9) Ventilation to provide for proper heating and cooling and exhaust of fumes.
- (10) A sign visible at the main entrance of the school designating:
  - (A) the name of the school; and



(B) that the establishment is a cosmetology school licensed by the state board of cosmetology examiners under [IC 25-8](#).

If a school also teaches barbering, it must comply with the sign requirements in [816 IAC 1-2-3](#).

(11) A visible sign posted inside the school notifying customers of the school that cosmetology and, if applicable, barbering services are done by students.

(12) A school seal designating the name of the school. If a person holds more than one (1) cosmetology school license, each cosmetology school shall be required to have a seal.

(13) A time clock or computer ~~which~~ **that** will accurately record the date or day and hours that each student spends in attendance at the school.

(14) A visible sign posted at the entrance of the cosmetology school that indicates "no pets allowed".

(b) The student lounge and locker room required in subsection (a) may be separate or combined.

(c) The restrooms required in subsection (a) shall be located within the three thousand (3,000) square foot area required by section 1(b) of this rule.

(State Board of Cosmetology Examiners; [820 IAC 4-2-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 31. [820 IAC 4-2-3](#) IS AMENDED TO READ AS FOLLOWS:

### [820 IAC 4-2-3](#) Equipment

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 3. Cosmetology schools shall have **at least** the following equipment, which shall be maintained in good working condition:

(1) ~~At least One~~ (1) fire-resistant and two (2) metal locked filing cabinets for records of enrolled students. If a school uses computerized records, it must maintain a backup for those records. The backup of the records must be removed from the school or stored in a fireproof safe.

(2) ~~At least One~~ (1) wet sterilizer **disinfectant container containing an EPA registered bactericide, viricide, and fungicide disinfectant** for each ~~dresserette or worktable~~ **workstation** in use.

(3) ~~At least One~~ (1) electric dry sterilizer **sanitizer** for each twenty (20) students present.

(4) ~~At least Four~~ (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.

(5) ~~At least Two~~ (2) reclining facial chairs ~~which that~~ are capable of supporting both the head and feet to be placed in an enclosed or screened area. ~~and to be used for facials only.~~

(6) ~~At least One~~ (1) facial supply cabinet containing **the following**:

(A) Astringents.

(B) Lotions.

(C) Creams.

(D) Makeup. ~~and~~

(E) Other necessary supplies for facials.

(7) ~~At least Fifteen~~ (15) hair dryers of which ~~at least ten (10)~~ **five (5)** must be stationary, hooded dryers.

(8) ~~At least Twenty~~ (20) ~~work dresserettes~~ **workstations** with ~~mirror.~~ **mirrors.**

(9) Closed cabinets equipped for storing clean towels to be used on customers. **The** cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.

(10) ~~At least One~~ (1) covered soiled towel container per ten (10) students.

(11) ~~At least Ten~~ (10) disposal cans with covers, placed at convenient locations throughout the school.

(12) Sanitary drinking water facilities.

(13) ~~At least Two~~ (2) manicuring tables and ~~at least two~~ (2) stools.

(State Board of Cosmetology Examiners; [820 IAC 4-2-3](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1005; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 32. [820 IAC 4-2-5](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-5](#) Cosmetology tool case; textbooks and workbooks**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 5. (a) ~~Ne~~ **Not** later than the completion of the first two hundred fifty (250) hours, cosmetology schools shall furnish **the following to** each student enrolled in cosmetologist training:

- (1) A tool case.
- (2) Textbooks. ~~and~~
- (3) Workbooks.

(b) ~~The tool case required by subsection (a) shall be a cosmetology tool case that shall not be less than thirteen and three eighths (13 3/8) inches long by eight and one fourth (8 1/4) inches wide by eight and one fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.~~

~~(c)~~ **(b)** The tool case required by subsection (a) shall include at least the following:

- (1) Six (6) dozen rollers.
- (2) One (1) razor.
- (3) Eight (8) combs.
- (4) Three (3) brushes.
- (5) ~~One (1)~~ **Two (2)** shampoo cape. ~~cap~~es.
- (6) One (1) pair of scissors.
- (7) ~~One (1) hair net.~~
- (8) **(7)** One (1) pair of nippers.
- (9) **(8)** One (1) **nonporous** nail file.
- (10) **(9)** One (1) box of emery boards.
- (11) **(10)** One (1) nail pusher.
- (12) **(11)** One (1) manicure bowl.
- (13) **(12)** One (1) nail brush.
- (14) **(13)** One (1) box of clippers.

~~(d)~~ **(c)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

*(State Board of Cosmetology Examiners; [820 IAC 4-2-5](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 33. [820 IAC 4-2-6](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-6](#) Esthetics equipment**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 6. Cosmetology schools ~~which~~ **that** offer a course in esthetics shall have **at least** the following equipment in good working condition located in a separate room for **the** use of esthetics students:

- (1) ~~At least~~ One (1) utility table for each facility treatment chair or hydraulic treatment chair. ~~or, Alternatively,~~ one (1) continuous countertop may be used for every two (2) students.
- (2) ~~At least~~ One (1) esthetician's stool for every two (2) students.
- (3) ~~At least~~ One (1) facial vaporizer for every two (2) students.
- (4) ~~At least one (1) pulverizer spray.~~
- (5) ~~At least~~ **(4)** One (1) galvanic disencrustation/ionization current apparatus or faradic and sinusoidal apparatus for every eight (8) students.
- (6) ~~At least~~ **(5)** One (1) high frequency apparatus for every four (4) students.

- ~~(7) At least one (1) heating mask.~~
- ~~(8) At least (6) One (1) heating mitts.~~
- ~~(9) At least one (1) infrared lamp.~~
- ~~(10) At least (7) One (1) Wood's lamp.~~
- ~~(11) At least (8) One (1) hands-free magnification lamp per facial treatment chair, table, or hydraulic treatment chair. for every two (2) students.~~
- ~~(12) At least (9) One (1) electric wax heater.~~
- ~~(13) At least (10) One (1) utility table for each facial treatment chair, table, or hydraulic treatment chair.~~  
Alternatively, one (1) continuous countertop may be used.
- ~~(14) At least one (1) table for machines.~~
- ~~(15) At least (11) One (1) facial bowl or sink per facial treatment chair, table, or hydraulic treatment chair.~~
- ~~(16) At least (12) One (1) cold sterilizer. EPA registered bactericide, viricide, and fungicide disinfectant.~~
- ~~(17) At least (13) One (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.~~
- ~~(18) At least (14) One (1) closed cabinet for clean linens.~~
- ~~(19) At least (15) One (1) covered hamper for solid soiled linens per work unit.~~
- ~~(20) At least (16) One (1) covered waste receptacle per work unit.~~
- ~~(21) At least (17) One (1) facial esthetic services supply cabinet containing the following:~~
  - ~~(A) Astringents.~~
  - ~~(B) Lotions.~~
  - ~~(C) Creams.~~
  - ~~(D) Makeup. and~~
  - ~~(E) Other necessary supplies for facials.~~
- ~~(22) At least (18) One (1) lancet safety device (waste container).~~
- (19) One (1) box of disposable lancets.**

(State Board of Cosmetology Examiners; [820 IAC 4-2-6](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 34. [820 IAC 4-2-7](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-7](#) Esthetics tool case; textbooks and workbooks**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 7. (a) ~~Ne~~ **Not** later than the completion of the first eighty (80) hours, cosmetology schools shall furnish **the following to** each student enrolled in esthetician training:

- (1) An esthetician tool case.**
- (2) A cosmetic case.**
- (3) Textbooks. and**
- (4) Workbooks.**

~~(b) The tool case required by subsection (a) shall be an esthetics tool case that shall not be less than thirteen and three eighths (13 3/8) inches long by eight and one fourth (8 1/4) inches wide by eight and one fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.~~

~~(c)~~ **(b)** The esthetician tool case required by subsection (a) shall include **at least** the following:

- ~~(1) At least six (6) towels.~~
- ~~(2) At least (1) Two (2) headbands or plastic caps.~~
- ~~(3) At least (2) One (1) jar of cold wax.~~
- ~~(4) At least (3) Twelve (12) wax gauze strips.~~
- ~~(5) At least (4) Twelve (12) tongue depressors.~~
- ~~(6) At least (5) Twelve (12) spatulas.~~
- ~~(7) At least (6) Twelve (12) cotton tipped applicators.~~
- ~~(8) At least one (1) box of tissues.~~
- ~~(9) At least three (3) pair (7) One (1) box of rubber protective gloves.~~
- ~~(10) At least (8) Two (2) comedone extractors.~~
- ~~(11) At least (9) Twelve (12) lancets.~~
- ~~(12) At least (10) One (1) toner (spray bottle).~~

- ~~(13) At least (11) Two (2) small mixing bowls.~~
- ~~(14) At least (12) One (1) bottle of disinfectant for hands. **waterless hand sanitizer.**~~
- ~~(15) At least (13) One (1) container with an effective **EPA registered bactericide, viricide, and fungicide** disinfectant solution for implements.~~
- ~~(16) At least (14) One (1) bottle of ~~eleansing milk.~~ **cleanser.**~~
- ~~(17) At least (15) One (1) bottle of massage cream.~~
- ~~(18) At least (16) One (1) bottle ~~penetrating cream or lotion.~~ **of moisturizer.**~~
- ~~(19) At least (17) One (1) cotton roll.~~
- ~~(20) At least (18) Twelve (12) sponges.~~
- ~~(21) At least (19) One (1) pair of tweezers.~~
- ~~(22) At least (20) One (1) mirror.~~
- ~~(23) At least (21) One (1) brow brush.~~
- ~~(24) At least (22) One (1) jar of ~~sluffing agent (cream).~~ **exfoliant.**~~
- ~~(25) At least one (1) jar of petroleum jelly.~~
- ~~(26) At least one (1) lash tint/eye drops (saline).~~
- ~~(27) At least one (1) bottle of three percent (3%) hydrogen peroxide solution.~~
- ~~(28) At least (23) One (1) jar of mask.~~
- ~~(29) At least one (1) trash bag for soiled items.~~
- ~~(30) At least (24) One (1) lancet safety device (waste container).~~

~~(d)~~ **(c)** The cosmetic case required by subsection (a) shall include **at least** the following:

- ~~(1) At least Two (2) makeup sponges.~~
- ~~(2) At least Six (6) disposable lip brushes.~~
- ~~(3) At least Two (2) eyeliner brushes.~~
- ~~(4) At least Four (4) shadow brushes.~~
- ~~(5) At least Two (2) blush brushes/powder brushes and at least two (2) powder brushes.~~
- ~~(6) At least One (1) concealer.~~
- ~~(7) At least Two (2) foundations of different color.~~
- ~~(8) At least One (1) powder.~~
- ~~(9) At least One (1) powder brow/brow pencil.~~
- ~~(10) At least Six (6) disposable mascara wands.~~
- ~~(11) At least Two (2) each of light, medium, and dark eye shadow.~~
- ~~(12) At least Six (6) lip pencils of different color.~~
- ~~(13) At least Six (6) lipsticks.~~
- ~~(14) At least Two (2) contour blushes of different color.~~
- ~~(15) At least Two (2) highlight blushes of different color.~~

~~(e)~~ **(d)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

*(State Board of Cosmetology Examiners; [820 IAC 4-2-7](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 35. [820 IAC 4-2-8](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-8](#) Manicurist tool case; textbooks and workbooks**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#)

Sec. 8. (a) ~~No~~ **Not** later than completion of the first forty (40) hours, cosmetology schools shall furnish **the following to** each student enrolled in manicurist training:

- (1)** A manicurist tool case.
- (2)** Textbooks. ~~and~~
- (3)** Workbooks.

~~(b) The tool case required by subsection (a) shall be a manicurist tool case that shall not be less than ten (10) inches long by seven and one half (7 1/2) inches wide by seven (7) inches deep nor more than fifteen (15) inches~~

~~long by ten (10) inches wide by nine (9) inches deep.~~

~~(e)~~ **(b)** The manicurist tool case required by subsection (a) shall include **at least** the following:

- ~~(1) At least One (1) pair of cuticle nippers.~~
- ~~(2) At least One (1) nail pusher.~~
- ~~(3) At least One (1) box of emery boards.~~ **porous nail files.**
- ~~(4) At least One (1) nonporous nail file.~~
- ~~(5) At least one (1) pair of tweezers.~~
- ~~(6) At least one (1) pair of cuticle scissors.~~
- ~~(7) At least (5) One (1) nail brush.~~
- ~~(8) At least (6) One (1) manicure bowl.~~

~~(d)~~ **(c)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

*(State Board of Cosmetology Examiners; [820 IAC 4-2-8](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 36. [820 IAC 4-2-9](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-2-9](#) Electrology tool case; textbooks and workbooks**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 9. (a) ~~No~~ **Not** later than the completion of the first forty (40) hours, the cosmetology schools shall furnish **the following to** each student enrolled in electrology training:

- (1) An electrology tool case.
- (2) Textbooks. ~~and~~
- (3) Workbooks.

(b) In the teaching of theory and practice in electrology, schools shall use one (1) or more textbooks ~~which~~ **that** sufficiently address issues in the practice of electrology as it currently exists.

(c) A textbook ~~which~~ **that** meets this requirement is the Compendium of Study, American Electrology Association, revised November 1991.

~~(d) The tool case required by subsection (a) shall be an electrology tool case that shall not be less than thirteen and three eighths (13 3/8) inches long by eight and one fourth (8 1/4) inches wide by eight and one fourth (8 1/4) inches deep nor more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.~~

~~(e)~~ **(d)** The electrology tool case shall include **at least** the following:

- ~~(1) At least Twelve (12) two-part needles.~~
- ~~(2) At least Twelve (12) insulated needles.~~
- ~~(3) At least Twelve (12) tapered needles.~~
- ~~(4) At least Twelve (12) bulbous needles.~~
- ~~(5) At least Three (3) pair of "H" forceps.~~
- ~~(6) At least Three (3) pair of "OC" forceps.~~
- ~~(7) At least Three (3) pair of "M3C" forceps.~~
- ~~(8) At least One (1) facemask.~~
- ~~(9) At least One (1) pair of eye goggles.~~
- ~~(10) At least Twenty-five (25) client history cards.~~
- ~~(11) At least One (1) pair of magnifying glasses.~~
- ~~(12) At least One (1) pair of scissors.~~
- ~~(13) At least One (1) puncture-proof sharps container.~~
- ~~(14) At least One (1) roll of autoclave tubing or at least one (1) roll of dry heat tubing.~~

- (15) ~~At least~~ One (1) roll of autoclave or dry heat indicator tape.
- (16) ~~At least~~ Two (2) spore tests.

~~(f)~~ **(e)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

*(State Board of Cosmetology Examiners; [820 IAC 4-2-9](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 37. [820 IAC 4-4-1](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-4-1](#) Scope of rule; compliance with hours required**

**Authority:** [IC 25-8-3-23](#); [IC 25-8-5-4](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 1. (a) This rule establishes the requirements for the education for students in cosmetology schools being trained as **the following**:

- (1)** Cosmetologists.
- (2)** Manicurists. ~~shampoo operators,~~
- (3)** Electrologists.
- (4)** Estheticians. ~~and~~
- (5)** Instructors.

(b) Cosmetology schools and their students must comply with the hour requirements as presented in detail in sections 4 through 7 of this rule. Credit hours may not be given for any hours not spent as provided for in sections 4 through 7 of this rule.

*(State Board of Cosmetology Examiners; [820 IAC 4-4-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))*

SECTION 38. [820 IAC 4-4-2](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-4-2](#) Cosmetology courses**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 2. (a) Section 4 of this rule establishes the curriculum for cosmetologist training.

(b) Section 5 of this rule establishes the curriculum for manicurist training.

~~(c) Section 6 of this rule establishes the curriculum for shampoo operator training.~~

~~(d)~~ **(c)** Section 7 of this rule establishes the curriculum for electrologist training.

~~(e)~~ **(d)** Section 7.1 of this rule establishes the curriculum for esthetician training.

~~(f)~~ **(e)** Section 7.2 of this rule establishes the curriculum for instructor training.

~~(g)~~ **(f)** In sections 4 through 7.2 of this rule:

- (1)** the first column in each section states the subject matter of training;
- (2)** the second column lists the number of hours required in classroom theory training and demonstration



practice;

(3) the third column lists the number of hours of actual practice required for each student; **and**

(4) the fourth column lists the total number of hours of training required in each subject.

~~(h)~~ (g) The hours required in classroom theory training identified in subsection ~~(g)~~ is (f) are defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to:

(1) analyze;

(2) predict;

(3) explain; or

(4) demonstrate;

the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

(State Board of Cosmetology Examiners; [820 IAC 4-4-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 39. [820 IAC 4-4-4](#) IS AMENDED TO READ AS FOLLOWS:

#### [820 IAC 4-4-4](#) Specific curriculum for cosmetologists

Authority: [IC 25-8-3-23](#); [IC 25-8-5-4](#)

Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 4. (a) The following are the requirements for cosmetologist training:

Subject	Theory and Demonstration Practice	Sanitation and Actual Practice	Total Hours
Hair cutting	100	150 175	250 275
Sanitation	40		40
<del>Statute</del> Statutes and rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	20 25	25 30
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow			
Upper lip			
Chin area			
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp treatments <del>performances</del>	10	25 10	35 20
Facials and makeup	20	35 45	55 65
Hair coloring	40	60 150	100 190
Temporary			
Semipermanent			
Permanent			
Bleaching			
Frosting			
<del>Permanent waving and chemical relaxing</del> Texture services	70	300 250	370 320
Hair styling	70	210	280
Includes wet and thermal sets, hair waving, hair			

pressing, hair braiding, and finger waves			
Discretionary hours	<del>245</del> <b>150</b>		<del>245</del> <b>150</b>
Totals	<del>640</del> <b>575</b>	<del>860</del> <b>925</b>	1,500

(b) Students shall be required to complete ~~no~~ **not** fewer than the number of actual practice performances provided for in the progress ~~book~~ **report** required by section 10 of this rule.

(c) All:

- (1) manicures;
- (2) pedicures;
- (3) facials; ~~and~~
- (4) scalp treatments; **and**
- (5) **shampoos;**

must be done on live models. At least ~~fifty~~ **twenty-five** percent (~~50%~~) (**25%**) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of two hundred (200) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; [820 IAC 4-4-4](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 40. [820 IAC 4-4-5](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-4-5](#) Specific curriculum for manicurists**

**Authority:** [IC 25-8-3-23](#); [IC 25-8-5-4](#)

**Affected:** [IC 25-8](#)

Sec. 5. (a) The following are the requirements for manicurist training:

Subject	Theory and Demonstration Practice	Sanitation and Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statutes and rules	10		10
Nail techniques <b>with sanitation</b>	<del>40</del> <b>30</b>	160	<del>200</del> <b>190</b>
<b>(1) Basic preparation</b>			
Tips			
Sculptures			
Overlays			
<b>(2) Product application</b>			
Fiberglass			
Gel nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	<del>35</del> <b>45</b>		<del>35</del> <b>45</b>
Totals	195	255	450

(b) Students shall be required to complete ~~no~~ **not** fewer than the number of actual practice performances provided for in the progress ~~book~~ **report** required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet ~~constitutes~~ **constitute** one (1) performance of a manicure or pedicure. All:

- (1) manicures;
- (2) pedicures; and
- (3) nail techniques;

must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; [820 IAC 4-4-5](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576, eff Jan 1, 1992 [[IC 4-22-2-36](#) suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3178; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 41. [820 IAC 4-4-7](#) IS AMENDED TO READ AS FOLLOWS:

#### [820 IAC 4-4-7](#) Specific curriculum for electrologists

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 7. (a) The following are the requirements for electrology training:

Subject	Theory and Demonstration Practice	Sanitation and Actual Practice	Total Hours
Introduction to electrology	3		3
(1) Overview of school program			
(2) State laws and rules			
(3) Hair removal: past and present permanent, temporary, electronic tweezers, and laser			
Infection control	35		35
(1) Microbiology			
(2) Personal hygiene			
(3) Hand washing			
(4) Sanitation			
(5) Antisepsis			
(6) Disinfection			
(7) Sterilization (a minimum of two (2) hours must be actual manual use of sterilization equipment (steam autoclave or dry heat, or both) sterilized by each student)			
(8) Aseptic techniques			
(9) Immunology			
(10) Human immunodeficiency virus (HIV), hepatitis, and herpes			
Basic electricity	5		5
Basic chemistry	2		2
Causes of hair growth	8		8
(1) Terminology			
(2) Hair growth stimulation			
(3) Causes of excess hair			

(4) The endocrine system			
(5) The role of puberty, pregnancy, and menopause			
Anatomy and physiology	20		20
(1) Cells, metabolism, and body systems			
(2) Human anatomy			
Understanding electrolysis treatments	22		22
(1) Electrology equipment and accessories operation, care, and maintenance			
(2) Techniques and procedures			
(3) Variables: needles, intensity, timing, and insertions			
(4) Effects of maltreatment			
(5) Contraindications			
Modalities of electrolysis			
(1) Single needle electrolysis	8	24	32
(2) Multiple needle electrolysis	9	30	39
(3) Manual thermolysis	8	20	28
(4) Automatic thermolysis	9	25	34
(5) The blend	20	40	60
Professional considerations	5		5
(1) Professional image projection			
(2) Your personality and human relations			
(3) Ethical issues and legal issues			
(4) Business principles and practices			
Clinical learning experiences	7		7
(1) Interpersonal skills: stress management and relaxation techniques			
(2) Health history assessment			
(3) Consultation			
(4) Contraindications			
(5) Pretreatment and posttreatment care			
(6) Practice on all body parts			
(7) Side effects, tissue injury, and complications			
(8) Treatment records			
Totals	425 161	475 139	300

(b) Students shall be required to complete ~~no~~ **not** fewer than the number of actual practice performances provided for in the progress ~~book~~ **report** required by section 12 of this rule.

(c) All electrolysis services must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; [820 IAC 4-4-7](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577, eff Jan 1, 1992 [[IC 4-22-2-36](#) suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2418; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1490; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 42. [820 IAC 4-4-7.1](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-4-7.1](#) Specific curriculum for estheticians**

**Authority:** [IC 25-8-3-23](#); [IC 25-8-5-4](#)

**Affected:** [IC 25-8](#)

Sec. 7.1. (a) An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following:

Subject	Theory and Demonstration Practice	Sanitation and Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and dermatology histology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology, sterilization, and sanitation disinfection, sterilization, and sanitation	15	20	35
(1) Personal hygiene			
(2) Public health			
(3) Sanitation, and disinfection, and sterilization			
(4) Methods and procedures			
Introduction and operation to skin care machinery	20	<del>70</del> 30	<del>90</del> 50
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin diagnose analysis			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Mask and packs			
(4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures)			
(5) Extraction technique			
Makeup	15	<del>35</del> 40	<del>50</del> 55
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
(7) Eyelash application			
Eyebrows and eyelashes	<del>40</del>	30	40
(1) Arching			
(2) Eyelash application			
Hair removal (superfluous hair)	<del>40</del> 15	<del>30</del> 55	<del>40</del> 70
Tweezing, waxing, and depilatories			
(1) Eyebrow arching			
(1) Lip, chin, and face			
(2) Leg			
(4) Body areas			
Introduction to advanced spa techniques	10	15	25
(1) Exfoliation techniques			
(2) Advanced techniques			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			

(3) Facial treatments			
(4) Makeup			
Professional and personality development	20		20
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Management	25		25
Salesmanship, marketing, <b>salon management</b> , and retailing	5 25	20	25 45
(1) Salon development			
(2) Insurance			
(3) Client records			
State <del>statute</del> <b>statutes</b> and rules	10		10
Discretionary hours			45 70
Total	230	425 400	700

(b) Students shall be required to complete ~~no~~ **not** fewer than the number of actual practice performances provided for in the progress ~~book~~ **report** required by section 11 of this rule.

(c) All:

(1) acne treatments;

(2) makeup applications;

(3) **advanced techniques**; and all

(4) waxing;

must be done on live models. At least fifty percent (50%) of other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; [820 IAC 4-4-7.1](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2688; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 43. [820 IAC 4-4-8](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-4-8](#) School examinations**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 8. (a) Cosmetology schools shall give their students examinations in each of the subjects required in a particular course as listed in sections 4 through 7.2 of this rule. Discretionary hours shall not be considered a subject.

(b) Cosmetology schools may cover more than one (1) subject per examination.

(c) The passing score for each of these examinations shall be **at least** seventy-five percent (75%).

(State Board of Cosmetology Examiners; [820 IAC 4-4-8](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 44. [820 IAC 4-4-10](#) IS AMENDED TO READ AS FOLLOWS:



**820 IAC 4-4-10 Student progress report for cosmetology**

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 10. (a) Students in cosmetologist training shall perform ~~no~~ **not** fewer than the number of performances of actual practice hours required by the student progress ~~book~~ **report**.

(b) It is the purpose of the progress ~~book~~ **report** that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress ~~book~~ **report** up to date.

(d) The progress ~~book~~ **report** reads as follows:

OFFICIAL STUDENT  
PROGRESS ~~BOOK~~ **REPORT**  
TRAINING IN  
COSMETOLOGY



STATE OF INDIANA  
BOARD OF COSMETOLOGY EXAMINERS

Student's Name \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Completed \_\_\_\_\_

**REQUIREMENTS FOR USE OF PROGRESS ~~BOOK~~ **REPORT****

- (1) All students enrolling in cosmetology training shall be permitted to review this progress ~~book~~ **report**, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a cosmetologist license. **graduation.**
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and **sanitation**. Credit **is** given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp, ~~or~~ pen written initials (first and last initials) of the instructor, **or electronic records** are ~~both~~ acceptable methods of marking.
- (4) **The** number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 4 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress ~~book~~ **report** must never be taken home by the student and must remain in the school at all

times.

(9) The requirements of this progress ~~book report~~ **report** are minimum requirements. A school may require more actual performances than those prescribed in this ~~book~~ **report**.

School name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

## Hair Styling (400 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	48	49	50	51	52	53
54	55	56	57	58	59	60	61	62	63	64	65	66
67	68	69	70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89	90	91	92
93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118
119	120	121	122	123	124	125	126	127	128	129	130	131
132	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	157
158	159	160	161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180	181	182	183
184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209
210	211	212	213	214	215	216	217	218	219	220	221	222
223	224	225	226	227	228	229	230	231	232	233	234	235
236	237	238	239	240	241	242	243	244	245	246	247	248
249	250	251	252	253	254	255	256	257	258	259	260	261
262	263	264	265	266	267	268	269	270	271	272	273	274
275	276	277	278	279	280	281	282	283	284	285	286	287
288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313
314	315	316	317	318	319	320	321	322	323	324	325	326
327	328	329	330	331	332	333	334	335	336	337	338	339
340	341	342	343	344	345	346	347	348	349	350	351	352
353	354	355	356	357	358	359	360	361	362	363	364	365
366	367	368	369	370	371	372	373	374	375	376	377	378
379	380	381	382	383	384	385	386	387	388	389	390	391
392	393	394	395	396	397	398	399	400				

## Hair Styling, Finger Waves (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Permanent Waving and Chemical Relaxing ~~Texture Services~~ (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78

79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				
Scalp Treatments (50 (25 performances))												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		
Facial Treatments (45 (30 performances))												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45							
Makeup Application (15 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Hair Cuts (250 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181
182	183	184	185	186	187	188	189	190	191	192	193	194
195	196	197	198	199	200	201	202	203	204	205	206	207
208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233
234	235	236	237	238	239	240	241	242	243	244	245	246
247	248	249	250									
Hair Coloring, Temporary (18 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18								
Hair Coloring, Semipermanent (18 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18								
Hair Coloring, Permanent Coloring, Bleaching, and Frosting (40 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40												
Shampoo (120 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104

105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120										
<b>Hair Coloring (75 performances) – temporary, semipermanent, demonstration, permanent</b>												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75			
Manicures (27 (25 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27												
Pedicures (15 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Salesmanship (20 (25 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	
Hair Removal (30 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30									

I, \_\_\_\_\_, do hereby certify and declare this official progress ~~book~~ **report** required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of \_\_\_\_\_ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 49 **20** \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

County of Residence \_\_\_\_\_

(State Board of Cosmetology Examiners; [820 IAC 4-4-10](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 45. [820 IAC 4-4-11](#) IS AMENDED TO READ AS FOLLOWS:

#### [820 IAC 4-4-11](#) Student progress report for esthetician

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 11. (a) Students in esthetician training shall perform ~~no~~ **not** fewer than the number of performances of actual practice hours required by the student progress ~~book~~ **report**.

(b) It is the purpose of the progress ~~book~~ **report** that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress ~~book~~ **report** up to date.

(d) The progress ~~book~~ **report** reads as follows:

OFFICIAL STUDENT

PROGRESS BOOK REPORT  
TRAINING  
IN  
ESTHETICS



STATE OF INDIANA  
BOARD OF  
COSMETOLOGY EXAMINERS

Student's Name \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Completed \_\_\_\_\_

REQUIREMENTS FOR USE OF PROGRESS BOOK REPORT

- (1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress book report, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an esthetician license. **graduation.**
- (2) The amount of performances or hours ~~are~~ **is** equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), **or** "M" for mannequin. A pencil cap rubber stamp, ~~or~~ pen written initials (first and last initials) of the instructor, **or electronic records** are ~~both~~ acceptable methods of marking.
- (4) **The** number of performances on mannequin, patron, or student or number of hours may be determined by each school subject to the requirements of [820 IAC 4-4-6.1](#).
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded ~~thusly~~ **as** one (1) project marked for one (1) project completed.
- (8) The progress book report shall not be taken home by the student and shall remain in the school at all times.
- (9) The requirements of this progress book report are minimum requirements. A school may require more actual performances than those prescribed in this ~~book~~ **report.**

School name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initials \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initials \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initials \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initials \_\_\_\_\_

Skin Care Analysis/Consultations (50 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

## Facials:

## Cleansing (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

## Massage (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

## Facials (145 (125 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145											

## Acne Treatments (5 performances)

1	2	3	4	5
---	---	---	---	---

## Hand and Foot Treatments (25 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	

## Makeup Application (50 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

## Eyelash Applications (15 performances)

## Strip or Individual

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

## Advanced Techniques (10 performances)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

## Waxing (140 (100 performances)

## Lip, chin, face (30)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26



	27	28	29	30									
Chin													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30									
Facial													
	1	2	3	4	5	6	7	8	9	10			
Eye (40)													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	32	33	34	35	36	37	38	39
	40												
Body areas (25)													
(arms, underarms, upper thigh-bikini, or back)													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	
Leg (15)													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15											
Sterilization, Disinfection, and Sanitation (40) (50 performances)													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	32	33	34	35	36	37	38	39
	40	41	42	43	44	45	46	47	48	49	50		
Salesmanship (50 performances)													
(services or retail)													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	21	22	23	24	25	26
	27	28	29	30	31	32	33	34	35	36	37	38	39
	40	41	42	43	44	45	46	47	48	49	50		

I, \_\_\_\_\_, do hereby certify and declare this official progress book report required to be kept by state board of cosmetology examiners is correct and an accurate record of the progress of \_\_\_\_\_ enrolled at \_\_\_\_\_ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 19 20 \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

County of Residence \_\_\_\_\_

(State Board of Cosmetology Examiners; [820 IAC 4-4-11](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1494; filed May 4, 2001, 11:16 a.m.: 24 IR 2691; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 46. [820 IAC 4-4-12](#) IS AMENDED TO READ AS FOLLOWS:

#### [820 IAC 4-4-12](#) Student progress report for electrology

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 12. (a) Students in electrology training shall perform ~~no~~ **not** fewer than the number of performances of actual practice hours required by the student progress book ~~report~~.

(b) It is the purpose of the progress book ~~report~~ that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience

and the number of completed performances of required activities.

- (c) It is the responsibility of the cosmetology school to keep the progress ~~book~~ **report** up to date.
- (d) All performances listed in this progress ~~book~~ **report** are to be completed in accordance with [820 IAC 3](#).
- (e) The progress ~~book~~ **report** reads as follows:

OFFICIAL STUDENT  
PROGRESS ~~BOOK~~ **REPORT**  
TRAINING  
IN  
ELECTROLOGY



STATE OF INDIANA  
BOARD OF COSMETOLOGY EXAMINERS

Student's Name \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Date Completed \_\_\_\_\_

REQUIREMENTS FOR USE OF PROGRESS ~~BOOK~~ **REPORT**

- (1) All students enrolling in training as an electrologist shall be permitted to review this progress ~~book~~ **report**, which is to be completed on or before ~~being admitted to the state board of cosmetology examiners for examination for an electrologist license.~~ **graduation**.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp, ~~or~~ pen written initials (first and last initials) of the instructor, **or electronic records** are ~~both~~ acceptable methods of marking.
- (4) **The** number of performances on patron or student may be determined by each school subject to the requirements of section 7 of this rule.
- (5) Any overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress ~~book~~ **report** must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress ~~book~~ **report** are minimum requirements. A school may require more actual performances than those prescribed in this ~~book.~~ **report**.

School name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Instructor's signature \_\_\_\_\_  
Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_  
 Instructor's identifying initialing \_\_\_\_\_  
 Instructor's signature \_\_\_\_\_  
 Instructor's identifying initialing \_\_\_\_\_  
 Instructor's signature \_\_\_\_\_  
 Instructor's identifying initialing \_\_\_\_\_

Electrology Modalities ~~175 total hours~~**(a) Galvanic Single Needle Electrolysis** ~~30 hours (1 performance equals 15 minutes)~~Facial Area ~~15 hours~~ (60 performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2 3 4 5 6 7 8

Neck

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Body Areas ~~14 hours~~ (56 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2 3 4

Fingers

1 2 3 4

**(b) Galvanic Multiple Needle Electrolysis** ~~30 hours (1 performance equals 15 minutes)~~Facial Areas ~~15.5 hours~~ (62 **(54)** performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2

Neck

1 2 3 4 5 6 7 8 9 10 11 12

**Body Areas 14.5 hours (58 performances)****Underarm**

1 2 3 4 5 6 7 8

**Breast**

1 2 3 4

**Bikini - Abdomen**

1 2 3 4 5 6 7 8

**Bikini - Upper Thigh**

1 2 3 4 5 6 7 8

**Legs**

1 2 3 4 5 6 7 8

**Back**

1 2 3 4 5 6 7 8

**Arms**

1 2 3 4 5 6 7 8

**Toes**

1 2

**Fingers**

1 2 3 4

**(c) Manual Thermolysis 20 hours (1 performance equals 15 minutes)****Facial Areas 7.5 hours (30 (42 performances)****Eyebrow**

1 2 3 4 5 6

**Hairline**

1 2 3 4 5 6 7 8

**Chin**

1 2 3 4 5 6 7 8

**Upper lip**

1 2 3 4 5 6 7 8

**Ears**

1 2 3 4

**Neck**

1 2 3 4 5 6 7 8

**Body Areas 15 hours (60 (64 performances)****Underarm**

1 2 3 4 5 6 7 8

**Breast**

1 2 3 4 5 6 7 8

**Bikini - Abdomen**

1 2 3 4 5 6 7 8

**Bikini - Upper Thigh**

1 2 3 4 5 6 7 8

**Legs**

1 2 3 4 5 6 7 8

**Back**

1 2 3 4 5 6 7 8

**Arms**

1 2 3 4 5 6 7 8

**Toes**

1 2 3 4

**Fingers**

1 2 3 4

**(d) Flash Thermolysis - 30 hours (1 performance equals 15 minutes)****Facial Areas 15 hours (60 (50 performances)****Eyebrow**

1 2 3 4 5 6 7 8

Hairline												
1	2	3	4	5	6	7	8	9	10	11	12	
Chin												
1	2	3	4	5	6	7	8	9	10	11	12	
Upper Lip												
1	2	3	4	5	6	7	8					
Ears												
1	2											
Neck												
1	2	3	4	5	6	7	8					
Body Areas - 43.5 hours (54 performances)												
Underarm												
1	2	3	4	5	6	7	8					
Breast												
1	2	3	4									
Bikini - Abdomen												
1	2	3	4	5	6	7	8					
Bikini - Upper Thigh												
1	2	3	4	5	6	7	8					
Legs												
1	2	3	4	5	6	7	8					
Back												
1	2	3	4	5	6							
Arms												
1	2	3	4	5	6	7	8					
Toes												
1	2											
Fingers												
1	2											
(e) Blend 55 hours (1 performance equals 15 minutes)												
Facial Areas 20 hours (80 (104 performances)												
Eyebrow												
1	2	3	4	5	6	7	8	9	10	11	12	
Hairline												
1	2	3	4	5	6	7	8					
Chin												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						
Upper Lip												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										
Ears												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										
Neck												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32							
Body Areas 25 hours (100 performances)												
Underarm												
1	2	3	4	5	6	7	8	9	10	11	12	
Breast												
1	2	3	4									
Bikini - Abdomen												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										

## Bikini - Upper Thigh

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16										

## Legs

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

## Back

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

## Arms

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

## Toes

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

## Fingers

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

I, \_\_\_\_\_, do hereby certify and declare this official progress ~~book~~ **report** required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of \_\_\_\_\_ enrolled at \_\_\_\_\_ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 19 **20** \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

County of Residence \_\_\_\_\_

(State Board of Cosmetology Examiners; [820 IAC 4-4-12](#); filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1496; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 47. [820 IAC 4-4-14](#) IS AMENDED TO READ AS FOLLOWS:

**[820 IAC 4-4-14](#) Student progress report for manicurists**

**Authority:** [IC 25-8-3-23](#)

**Affected:** [IC 25-8](#)

Sec. 14. (a) Students in manicurist training shall perform ~~no~~ **not** fewer than the number of performances of actual practice hours required by the student progress ~~book~~ **report**.

(b) It is the purpose of the progress ~~book~~ **report** that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress ~~book~~ **report** up to date.

(d) All performances listed in the progress ~~book~~ **report** are to be completed in accordance with [820 IAC 3](#).

(e) The progress ~~book~~ **report** reads as follows:

OFFICIAL STUDENT  
PROGRESS ~~BOOK~~ **REPORT**  
TRAINING IN  
MANICURING





STATE OF INDIANA  
BOARD OF COSMETOLOGY EXAMINERS

Student's Name \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Completed \_\_\_\_\_

**REQUIREMENTS FOR USE IN PROGRESS BOOK REPORT**

(1) All students enrolling in manicuring training shall be permitted to review this progress ~~book report~~, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist license. **graduation.**

(2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit and given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp, or pen written initials (first and last initials) of the instructor, **or electronic records** are both acceptable methods of marking.

(4) **The** number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress ~~book report~~ must never be taken home by the student and must remain in the school at all times.

(9) The requirements of the progress ~~book report~~ are minimum requirements. A school may require more actual performances than those prescribed in this ~~book report~~.

School name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Instructor's signature \_\_\_\_\_

Instructor's identifying initialing \_\_\_\_\_

Manicures (40 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40												

Nail Techniques (28 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28											
Nail Repair (15 performances) (1 performance per patron)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Pedicures (15 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											
Salesmanship (20 performances) Services or Retail												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						
Electric File/Drill (20 performances)												
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

I, \_\_\_\_\_, do hereby certify and declare this official progress book report required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of \_\_\_\_\_ enrolled at \_\_\_\_\_ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

County of Residence \_\_\_\_\_

(State Board of Cosmetology Examiners; [820 IAC 4-4-14](#); filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3179; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#))

SECTION 48. THE FOLLOWING ARE REPEALED: [820 IAC 2-1-2](#); [820 IAC 2-1-3](#); [820 IAC 2-2-1.1](#); [820 IAC 2-2-1.2](#); [820 IAC 2-2-2](#); [820 IAC 2-2-4](#); [820 IAC 2-2-6](#); [820 IAC 2-2-7](#); [820 IAC 2-2-8](#); [820 IAC 2-2-9](#); [820 IAC 2-2-10](#); [820 IAC 2-2-11](#); [820 IAC 4-1-4](#); [820 IAC 4-2-4](#); [820 IAC 4-4-6](#); [820 IAC 4-4-13](#).

#### [Notice of Public Hearing](#)

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